



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 12 - 031**

**OPEN TO:** **All Bangladeshi Interested Qualified Candidates**

**POSITION:** **Project Management Assistant, FSN-9  
(Salary approx. Tk. 74,666 per month).**

**Depending on qualifications and experience,  
Incumbent(s) may be hired at a trainee grade (one  
grade lower than the position grade.)**

**OPENING DATE:** **April 9, 2012**

**CLOSING DATE:** **April 22, 2012**

**WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Assistant** in the Office of Democracy & Governance.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, a candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



## **BASIC FUNCTION:**

The Project Management Assistant position is located in the Democracy and Governance Team (DG) under the Democracy, Governance and Education Office, which is responsible for design, implementation and achievement of USAID/Bangladesh's Development Objective 1 (DO1) "Citizen Confidence in Government Institutions Increased." The primary purpose of the position is to monitor results and financial status of agreements and counterpart initiatives that contribute to attaining the desired results under this DO. The incumbent will also assist two FSN professional staff in program monitoring and implementation. S/he will also occasionally support the DG Office Director and Deputy Director as need and represent the Mission's DG team at meetings and events.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

The Project Management Assistant position is located in the Democracy and Governance Office (DG). The DG Office is responsible for the design, implementation and management of USAID/Bangladesh's Development Objective 1 (DO1) "Citizen Confidence in Government Institutions Increased." The primary purpose of the position is to support the implementation of initiatives that contribute to attaining the desired results under this DO. The incumbent will assist FSN professional staff, PSC, USDH staff and Office Director in program monitoring and implementation. S/he will also occasionally represent the Mission's DG team at meetings and events with other donors and international agencies and the Government of Bangladesh.

The Project Management Assistant may be assigned to work exclusively on one or more DG programs and his/her contribution to the DG Office will include, but not necessarily be limited to, the following responsibilities:

- 1) Project Management Support: Draft, prepare and process project documentation related to normal activity and activity planning, including: procurement requests, implementation letters, waivers, correspondence, briefing papers, memoranda and other program documents as required for the Democracy and Governance Office. Such documents may include internal memos, annual report narratives, letters to the government and NGO counterparts, site reports, technical papers, budgetary tables, statistical information and matrices containing technical terminology and other numeric data. This position will also prepare draft and final documents using computer softwares, such as Microsoft Word, PowerPoint, and Excel. Data processing and analysis, as appropriate, and preparing final versions of documents. Track documentation through the Mission clearance process. Serve as alternate Contracting/Assistance Officer's Representative (COR/AOR) to selected projects and Activity Manager as appropriate.



2) Monitoring and Evaluation: Assist USDH and FSN staff in analytical tasks related to project design and implementation. Participate in site visits and monitor project progress on the ground. Identifies and reports on implementation problems or delays. Prepare written reports on site conditions. Provide feedback and suggest changes and corrective measures to the CORs/AORs.

3) Project Close-out: Is responsible for ensuring timely closeout of grants and contracts in all DG areas. Conducts analysis and prepares documentation to resolve audit findings and recommendations, contractor/grantee performance evaluation, final project status report, disposition of non-expendable property and memoranda recommending final close-out of grant/contract, audit or project etc., in consultation with OAA and OFM.

The incumbent is responsible for operating USAID information systems consistent with “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

1. **Education:** Completion of Bachelor's level degree from a recognized college or university in a field related to social sciences, development studies, education or business administration is required. *(You must*



*attach a copy of your certificate along with your application form.)* **15 points**

- 2. Prior Work Experience:** At a minimum the Project Management Assistant must have three to five years of progressively responsible experience in development assistance work, program monitoring and planning, analysis, presentation and management of data in both written and oral form, preparation and tracking of project documentation for International development agency. **35 points**
- 3. Knowledge:** Broad understanding of the nature and goals of the donor funded democracy and governance programs in Bangladesh; comprehensive knowledge of the host country's challenges and programs, policies, and regulations pertaining to promotion of democracy and good governance. Knowledge of financial analysis and statistical methods of analysis. **25 points**
- 4. Skills and Abilities:** Ability to learn quickly and work with a minimum of immediate supervision. Proficient in the use of personal computers, particularly Microsoft Word and Excel software. Must be able to obtain, organize and analyze data and to prepare accurate, precise and well-organized reports and statistical charts. Strong inter-personal skills are required. Must be able to develop and maintain working-level contacts with the Government, NGOs and other private sector agencies. **25 points**

#### **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** III (good working knowledge) in Bangla and English is preferred. Good working knowledge, both written and spoken, is required in English and Bangla. The incumbent should be able to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff.

Current employees serving a probationary period are not eligible to apply.

**NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.**

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.



## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

## **TO APPLY:**

**Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.**

[Application Form OF-612](#)

**All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.**

**I) A passport size photograph (taken within six months),**

**II) A copy of educational or trade school certificate.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

## **SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212



## DEFINITION:

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

Clearance: Marty D. George, Supvy EXO: \_\_\_\_\_